## How to apply for a position at Interfaith Community Social Services

Please submit a resume (typed or hand written) that includes the following:

- 1. Position for which you are applying:
- 2. Personal Information:
  - Name
  - Address
  - Phone number
  - Email Address
- 3. Employment History List your present or most recent employer first. Account for periods of unemployment. Include military and major volunteer experience:
  - Dates of employment
  - Job title
  - Employer
  - Job Duties
  - Reason for Leaving
  - Supervisor's name and phone number
  - Whether we have your permission to call your previous employers for a reference?
- 4. Education List all education you have received, including the following:
  - High School
  - College University (include major field of study and degree)
  - Business
  - Technical
  - Military
  - Professional
- 5. Volunteer History List all your volunteer experience, including the following:
  - Agency
  - Length of service (dates)
  - The work you performed
  - Supervisors name and phone number
  - Reason for leaving

Your resume may be typed or hand written and faxed to (209) 532-0255 or mailed to Interfaith, P.O. Box 5070, Sonora, CA 95370.

Applications will be accepted until the positions are filled.

If you have any questions, feel free to call the Interfaith office at (209) 532-0905.